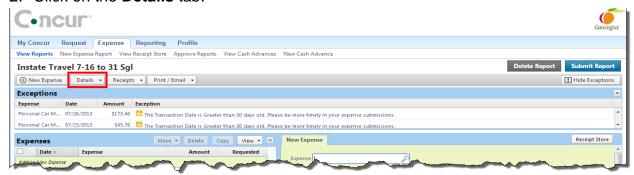


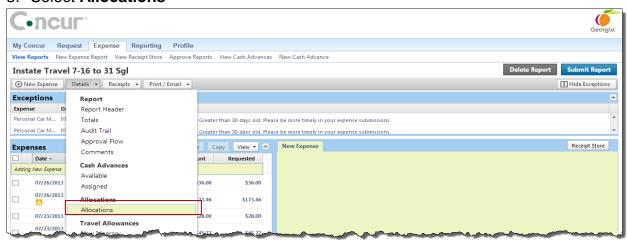
Version Date: 0 9 / 1 2 / 1 3

How to Allocate Expenses and Create Allocation Favorites

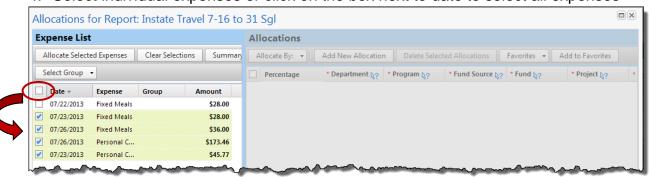
- 1. Open the Expense Report with the items requiring allocation.
- 2. Click on the **Details** tab.



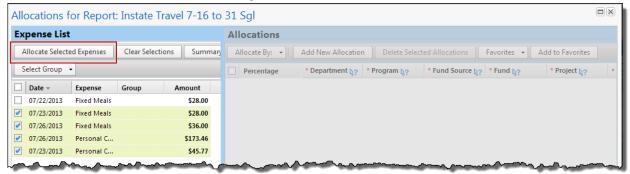
3. Select Allocations



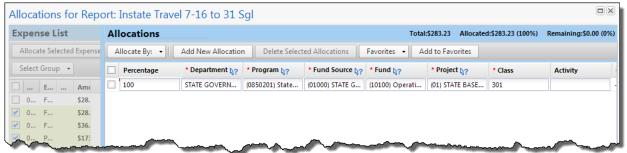
4. Select individual expenses or click on the box next to date to select all expenses



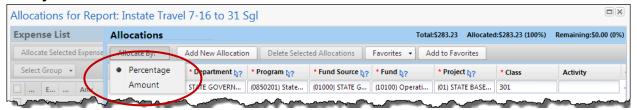
5. Click on Allocate Selected Expenses



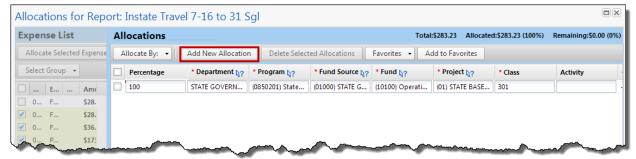
6. The Allocations area opens



7. The default allocation type is Percentage. To allocate by amount click on the **Allocate By** tab and select **Amount**.



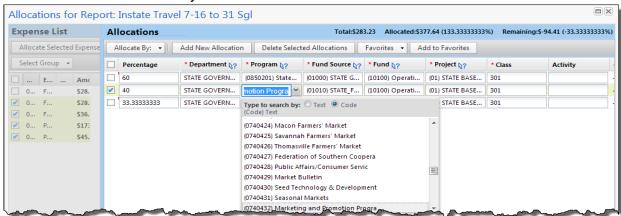
8. The line that appears represents the default department, program, etc. of the person creating the Expense Report. This information comes from the HCM system. To add one or more additional lines create allocations click on the **Add New Allocation**



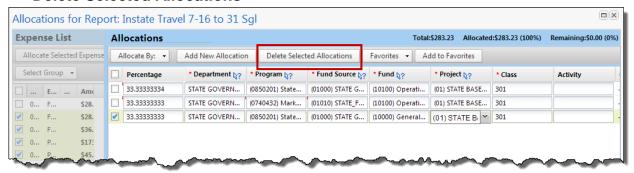
- a. Each time you click on **Add New Allocation** a new line appears and the percentage automatically adjusts.
- b. You may enter the desired percentage amount in the percentage field.



- To change any of the available fields, click on the field in the row you wish to make a change.
 - a. Select the appropriate choice from the dropdown
 - You may also type the item, such as department, fund source, etc directly in the field



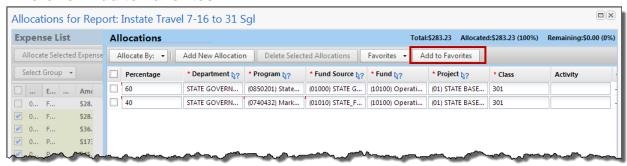
10. If you need to delete an allocation row, click in the checkbox next to that row and select **Delete Selected Allocations**



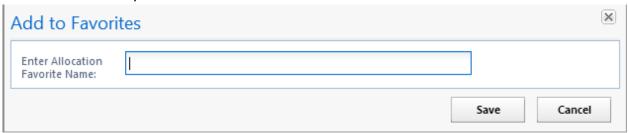
a. Click Yes in the pop up window



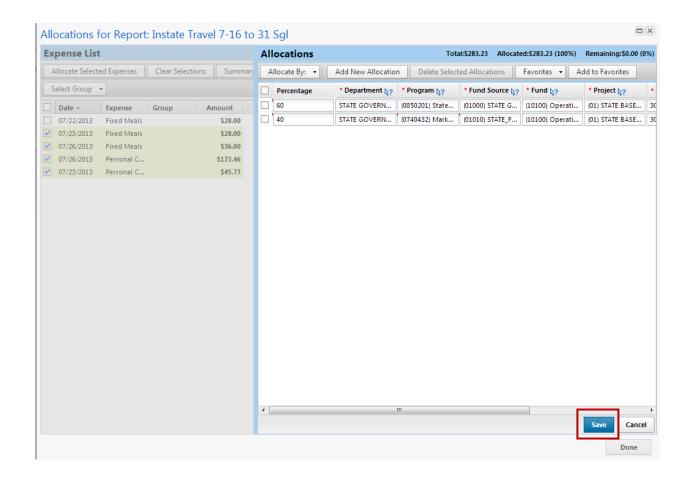
11. If this allocation is going to be used repeatedly on other expenses or expense reports, click on **Add to Favorites**



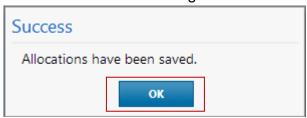
12. Enter a unique name for this allocation and click **Save**.



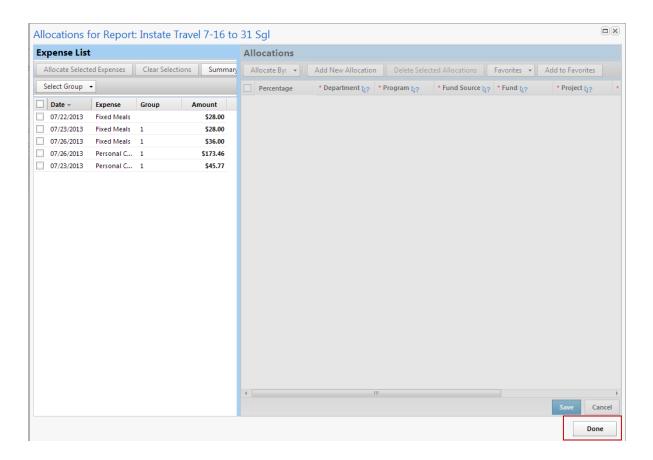
13. Click Save



14. Click **OK** in the dialogue box.



15. Click Done



16. Any items that have been allocated will display a pie shaped icon. Hover over the icon with the mouse to view the allocations for that item.

